Welcome to the Early Alert Program’s guide for faculty users.
The goals of the Early Alert program are to increase retention and success.

It was designed to identify students who may be at risk of academic difficulty or failure as early as possible. It assumes the instructor has made an attempt to help a poor-performing student BEFORE making a referral. You can find more information about this on the Early Alert webpage by following this web link.
Faculty are encouraged to make an Early Alert Program referral within seventy-two (72) hours after an unsuccessful response from the student after their initial inquiries. Once the student is referred to the Early Alert Program, the assigned Learning Success Advisor and/or appropriate academic support personnel will attempt to contact and work with the student in an effort to improve the student’s academic performance and opportunity for success at Madison College.
Making an Early Alert Program Referral is easy! Sign on to your myMadisonCollege account and click on the Faculty Center link.
In your Faculty Center, navigate to My Schedule. Access your appropriate class roster by clicking the people icon as shown here.
Within your class roster, click Early Alert next to the student you want to refer. In this example we are referring Student B.
Based on your selection from the class roster, the form will automatically complete the students information and the class and instructor information. You will just need to provide any additional contact information for the student and your phone number.
Scroll down and complete the remainder of the information to detail the reason(s) for the referral. Be sure to indicate any actions that you have already taken. To finish, click on the Submit Form button.
If you would like to submit a referral for another student, return to the breadcrumbs at the top of the panel and click on My Schedule.
Submitted referrals are routed to the Student Development Center Learning Success Advisors based on the student’s program. SDC Learning Success Advisors will follow up with you, typically within 1-2 business days, to acknowledge the referral and collect any additional details.
If you would like additional information you can contact the Student Development Center at (608) 246-6076. You can also visit the Early Alert web page by clicking this link.

Thank you for helping our student on their path to success!